



CITY OF NORTH BATTLEFORD

Policy #I-01-002

PUBLIC VIDEO SURVEILLANCE POLICY

Authority: Council	Resolution No.: 25/132
Date Adopted: April 28, 2025	Effective Date: April 28, 2025
Department Responsible: Information Technology	Review Date: Quarter 2, 2026

1. PURPOSE

The City of North Battleford recognizes the need to balance an individual's right to privacy. It is the City's responsibility to promote a safe environment for all citizens, and to protect City property.

This policy is intended to support the City Manager, as the City's Administrator, to decide whether the collection of personal information by means of a surveillance camera is both lawful and justified, and if so, how to incorporate privacy protection measures into the use of a surveillance system.

This policy is intended to standardize the City's public surveillance policy while ensuring transparency so that all citizens can have the expectation of consistency with respect to the collection, use, and retention of personal information, regardless of where surveillance equipment is installed.

2. SCOPE

- This policy applies to all surveillance cameras mounted at external public spaces.
- This policy does not apply to
 - Surveillance cameras installed inside or outside City facilities.
 - Traffic cameras.
 - Covert surveillance cameras being used as a case-specific investigation tool for law enforcement purposes or in contemplation of litigation.



3. RESPONSIBILITY

- 3.1 The City Manager or delegate will:
- a) Ensure the requirements of the policy are adhered to.
 - b) Establish and maintain an internal reporting network relating to the control mechanisms and protection of privacy measures.
 - c) Review and comply with this policy in performing their duties and functions related to the operation of a surveillance system.

4. DEFINITIONS

- 4.1 “**Authorized Personnel**” means the City Manager or their designate, the Senior Administrative Officers of the City of North Battleford responsible for this Policy, and employees required to access storage devices, recording devices or images.
- 4.2 “**Covert Surveillance**” means the secretive continuous or periodic observations of persons, vehicles, places, or objects to obtain information concerning the activities of individuals.
- 4.3 “**LAFOIP**” means *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 4.4 “**Personal Information**” means information about an identifiable individual that is recorded in any form and includes: the individual's race, color, national or ethnic origin; age or sex; characteristics; information about an individual's physical or mental disability; and any other identifiable characteristics as defined by LAFOIP Section 23.
- 4.5 “**Recording Device**” means the equipment or device used to receive or record the personal information collected through a surveillance system.
- 4.6 “**Record**” means a record of information in any form and includes notes, images, audiovisual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include computer programs or other mechanisms that produce records as defined by LAFOIP Section 2(1)(j).
- 4.7 “**Storage Device**” means a videotape, computer disk or drive, CD ROM or computer chip used to store the recorded images capture by a surveillance system.



- 4.8 **“Surveillance System”** means a mechanical or electronic system or device that enables continuous or periodic video recording, observing or monitoring of personal information about individuals in open, public spaces, public buildings or public transportation.
- 4.9 **“City”** as referred to in this policy, shall include all departments that make up City administration, as well as any agency of City Council which has agreed to be bound by this policy.

5. POLICY

5.1 Designing and Installing Surveillance Equipment:

- a) Recording Devices such as video cameras may be installed in identified public areas where surveillance is a necessary and viable method to detect or deter criminal activity.
- b) Recording Devices shall not be positioned, to monitor areas outside a building, unless necessary to protect external assets or to ensure personal safety. Cameras will not be directed to look through the windows of adjacent buildings.
- c) Equipment shall not monitor areas where the public and employees have a reasonable expectation of privacy, for example, bathrooms and changing rooms.
- d) Consideration should be given to the use of surveillance being restricted to periods when there is a demonstrably higher likelihood of crime being committed and detected in the area under surveillance.
- e) Only authorized persons will have access to the system's controls and to its recording device.
- f) Recording Devices will be in a controlled access area. Only authorized personnel or those properly authorized in writing by the authorized personnel will have access to the recording device.
- g) Video monitors should not be in a position that enables public viewing.



- 5.2 The public will be notified of public surveillance, using clearly written, prominently displayed signage at the perimeter of surveillance areas, to provide ample warning that surveillance is or may be in operation before entering any area under surveillance.
- 5.3 Limiting Use, Disclosure and Retention of Personal Information
- a) All storage devices that are not in use will be stored securely in a locked receptacle location in a controlled access area.
 - b) All storage devices that have been used will be dated and labeled with a unique, sequential number.
 - c) Access to the storage devices will be limited to authorized personnel.
 - d) A log will be kept of all access to, use of, or disclosure of storage devices.
 - e) Access to the log will be restricted to Senior administrators and only those employees required to operate the recording device.
 - f) Senior Administrators and only those employees required to operate the recording device are permitted to view the stored images.
 - g) Storage Devices are not subject to a specific retention period, which means the storage device will be overwritten once the storage limit of each device has been reached.
 - h) Storage Devices will only be viewed when an Access to Information Request is received in accordance with LAFOIP or an incident relating to public safety or criminal activity has been reported or suspected.

6. RELATED POLICIES AND LEGISLATION

- *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*
- *The Freedom of Information & Protection of Privacy Act (FOIP)*
- [Video Surveillance Guidelines for Public Bodies](#)